

Due dates for end of fiscal year contracting requests

Due dates for receipt of purchase or contract requirements at all Commander, Fleet and Industrial Supply Centers (COMFISCS) contracting departments has been established to ensure requirements with expiring funds are obligated prior to the end of fiscal year 2005 and to ensure commencement of requirements on Oct. 1, 2005. Adherence to these dates is critical to successfully meet customer needs:

Estimated Amount	Type of Action	Due Date
<\$2,500	Micropurchase per EBUSOPOFFINST 4200.1A	27 Aug 05
\$2501-\$25,000	Purchase/Delivery Orders	27 Aug 05
\$25,001-\$100,000	Purchase/Delivery Orders	13 Aug 05
\$100,001-\$1,000,000	Contract/Delivery Order	01 Jun 05
>\$1,000,000	Contract/Delivery Order	01 May 05
Any Dollar Amount	Exercise of Option/Annual Rental&Maint (ARMS)	01 Jun 05

All requisitions must clearly identify the date funds expire, either in the appropriate funding block or in the description block. Customers can assist in expediting their procurements by providing all required supporting documents with the initial procurement request. This includes, but is not limited to:

- Clear, complete Competitive Statement of Work/Specifications for Competitive Solicitation
- Suggested manufacturers and sources of supply/service
- Justification if suggested source is for use of a non-DoD contract for acquisition of supplies or services exceeding \$100,000
- Approved acquisition strategy for services exceeding \$100,000 (as required by MOPAS)
- Sole source statement or justification (if applicable)
- Lease vs. Purchase evaluation form (if applicable)
- Previous contract/delivery order number if request is in support of recurring requirement

Customer activities are encouraged to engage FISC personnel as early as possible in the acquisition process. This will ensure adequate lead-time to permit market research to locate commercially available items and services, prepare RFQ/RFPS, evaluate offers and ensure timely delivery of products and services.

Advance purchase requests must be submitted with a commitment of funds RCP or comptroller's 'promise to pay' funding letter (citing next fiscal year line of accounting) issued and signed by authorized funding authority by the due dates listed above. Such requests should include, at a minimum, the statement, "Funds are subject to the enactment of the FY06 DoD Appropriation Act or the FY06 Continuing Resolution Authority and are subject to whichever act becomes applicable." Customers are cautioned that the end of fiscal year workload will take priority, so execution of these advance procurements cannot be guaranteed.

Emergency requirements must be accompanied by an urgency statement or justification. These requirements will be processed as rapidly as possible. Expiring funds cannot be used as a reason to justify urgency.

Requirements submitted after the above due dates will be accepted on a case-by-case basis, depending on the likelihood of ability to execute by the end of the fiscal year and as approved by the director or deputy director of the FISC contracting department. However, award by end of fiscal year cannot be guaranteed. FISC Norfolk contracting department customer service numbers are as follows:

- FISC Norfolk – (757) 443-1601 (DSN prefix 646)
- FISC Norfolk Philadelphia Office – (215) 697-9550 (DSN prefix 442)

EBUSOPOFFINST 4200.1A of 2 SEP 2003 requires use of the government-wide Commercial Purchase Card (CPC) as a method of payment for all purchases under \$2,500 unless a written determination is obtained from an SES, Flag or General officer prior to accomplishing the purchase.